



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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**To:** Local and Intermediate District Superintendents  
High School Principals

**From:** Jeremy M. Hughes, Ph.D. *JMH*  
Deputy Superintendent/Chief Academic Officer

**Date:** April 4, 2006

**SUBJ: Michigan Merit Examination Rollout Plans**

I am writing to inform you of the plans for the 2007 Michigan Merit Examination (MME), both this school year and next. The goal of this memorandum is to let you know what may occur and how you and your high school staff can prepare for these activities. In addition, this memorandum will serve to inform you about resources that are now available or that will become available soon to help you in planning for MME.

At the outset, it is important to note that before MME can be implemented, the U.S. Department of Education (USED) must give its approval. It is for this reason that 37 Michigan high schools are now pilot-testing the MME assessments in conjunction with this spring's MEAP assessments. We will use the pilot test data to demonstrate that the MME and the MEAP assessments are comparable. While we will apply for USED approval to switch to MME, approval is not assured, especially prior to the contractor's November 1<sup>st</sup> deadline to determine whether MME will be implemented. Without USED approval, the MEAP must be given once again in Spring 2007. However, the Department is working hard to assure that we will receive USED approval prior to the contractor's deadline.

Statewide Video Conference on the MME – One of the initial activities to roll out the 2007 MME will be a statewide videoconference, which will be held at Wayne RESA on April 27, from 3 – 4:30 pm. Staff from the Office of Educational Assessment and Accountability (OEAA) as well as the contractor team (Pearson Educational Measurement and ACT) will present on the following major topics:

- Current MEAP and Merit Award programs
- Policy history of the MME
- Steps being taken to implement the MME, including the pilot test
- The MME test design
- MME assessment administration plans
- MME test components (ACT Plus Writing; WorkKeys; and Michigan assessments in Mathematics, Science, and Social Studies)
- The yearly schedule for transitioning from the MEAP High School Assessment to the MME
- The monthly calendar for implementing the MME in the 2006-2007 school year
- Activities that schools and students can take to prepare for the MME
- Questions from high school educators about the MME

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The videoconference will not only be videostreamed live on April 27, it will also be available following the videoconference at <http://www.mistreamnet.com>, click on 'Archived Stream.' Videotapes/DVDs available from Wayne RESA by contacting Brenda Hose (734-334-1437) or [hoseb@resa.net](mailto:hoseb@resa.net)

MME Resource Materials – To assist high schools as they plan for the implementation of the MME, OEAA staff and the MME contractor have prepared a number of resources for high schools to provide additional information about the preparation for the MME and MME assessment administration. These resources can be found on the MME web page that can be accessed by going to [www.michigan.gov/mme](http://www.michigan.gov/mme).

The MME web site includes or will include the following items; additional resources will be added as they are developed, so check the website periodically.

1. Table of Contents
2. General Information
  - a. Overview of the MME
  - b. MEAP and MME Assessment Schedule for Spring 2007
  - c. Tentative MME Schedule – Calendar Years 2007-2010 (Spring and Fall Cycles)
  - d. MME Contributing Components
  - e. MME 2007 Assessment Design
  - f. MME PPT Used on April 27 Videoconference
3. Assessment Accommodations
  - a. Spring 2007 MME Accommodations Summary Table
  - b. Accommodations PPT (Used on March 6 Videoconference)
4. Assessment Administration
  - a. 2007 Michigan MME Test Center Establishment
  - b. Selecting the Test Supervisor, Backup Test Supervisor, and Test Accommodations Coordinator
  - c. MME 2006 –2007 Standard Testing Requirements
  - d. MME School Schedule and Site Options for Administration (May 2006)
5. ACT General Information on ACT and WorkKeys Tests
  - a. Your Guide to the ACT
  - b. Preparing for the ACT
  - c. Descriptions of the WorkKeys tests (Applied Mathematics/Reading for Information)
  - d. PLAN Sample
  - e. ACT Standards for Transition
6. Letters and Memorandum
  - a. September 29, 2005 Jeremy Hughes Memorandum

If you or your staff has any questions about the MME, please contact one of the following individuals

- Ed Roeber, (517) 373-0739, [Roebere@michigan.gov](mailto:Roebere@michigan.gov)
- Mike Radke, (517) 241-0206, [Radkem@michigan.gov](mailto:Radkem@michigan.gov)
- Jim Griffiths, (517) 373-4332, [Griffithsj@michigan.gov](mailto:Griffithsj@michigan.gov).